



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

Job Title: IC CAE Project Coordinator

Position Number: EC043

Position Grade: GS-14

Salary Range: \$103,690.00 - \$159,286.00 (not applicable to detailees)

Vacancy Open Period: 05/25/2021 – 06/9/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and Detailees

Division: PC/HC

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at GS-14 and one grade below the advertised position may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
 - Current Federal Government employees. (Current GS employees in the grade of GS-14 and one grade below the advertised position may apply.)



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- For a detailee assignment:
 - Current Federal Government employees. (Current GS employees in the grade of GS-14 and one grade below the advertised position may apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Policy and Capabilities Directorate is focused on ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

Major Duties and Responsibilities (MDRs)

- Plan, develop, and manage complex HC projects or programs that may require generating new concepts, principles, and methods to ensure their successful implementation within the IC.
- Advise IC and ODNI leadership on the development, implementation, and management of complex HC programs, and ensure that the programs are aligned with and directly support the IC's strategic mission objectives.
- Plan and complete assessments of the IC CAE's Program's progress towards mission and enterprise strategic objectives and determine how well the IC CAE Program is postured for future environments.
- Plan and develop efforts to create a culture of IC CAE-related strategic planning by promoting best practices in strategy development, execution, and evaluation of IC CAE activities and by communicating to IC agencies priorities, activities, and impact in order to promote shared vision, values, and goals of the IC CAE program.
- Liaise with senior IC and academia leadership on strategic priorities, opportunities, gaps, and interdependencies to link resources to strategy; plan and communicate emerging strategic analytic issues and trends, evaluate them in context of the Consolidated Intelligence Guidance (CIG), and make recommendations for improvements.
- Review, compose, edit, and distribute incoming and outgoing communication materials ensuring key stakeholder coordination, high quality and timely deliverables, and conformance with regulations and policies.
- Plan and prepare briefings, reports, and presentations to IC senior leadership and policymakers in a manner that meets their specified requirements and provide expert analysis and recommendations that ensure IC CAE strategic plans and programs align with national intelligence strategic objectives.
- Cultivate and maintain productive working relationships with Principal Investigators, the Council of Senior Champions, IC-wide recruiting and hiring experts, and IC senior leadership to share information of interest, explain the specifics of IC CAE recruitment challenges and successes and, when appropriate, present, justify, defend, negotiate, and/or settle matters involving significant issues.
- Monitor IC CAE School issued grants and track their performance; assist with all activities related to grants monitoring and execution.



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- Assist in the planning of Principal Investigator and IC CAE scholar professional development days and seminars (for example the annual Principal Investigator Summit, Summer Seminar, and Internship Cohort).

Mandatory Requirements

- IC Human Capital (HC) follows a matrix-management approach to organization and mission. Each person has a primary supervisor and group, but participates in other office initiatives according to their skill sets and mission needs.
- Understand the mission, charter, roles and responsibilities of the ODNI and various IC elements and how to use that knowledge in your everyday responsibilities.
- A basic knowledge of grant regulations and policies.
- Demonstrated ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issues; demonstrated ability to identify, articulate, document, and mitigate knowledge gaps or alternative approaches.
- Experience working with academia and Intelligence Community agencies.
- Experience in process improvement and change management and the capability to manage the success of educational programs.
- Demonstrated organizational and interpersonal skills to facilitate diverse forums, manage competing priorities and advocate new ideas/concepts/processes; demonstrated ability to exercise independent judgment on time-sensitive issues and work collaboratively across the IC.
- The ability to work independently with little direction, and within a team to advance the team's goals resulting in earning their confidence and trust.
- Specialization in mentoring junior colleagues, and utilizing strong organizational and interpersonal problem-solving skills.
- Understand project management concepts and principles.
- Experience: On average, five years of experience in the IC with a thorough knowledge of IC practices and experience leading strategic planning and operations.
- Education: Bachelor's degree or seven years IC-experience demonstrating ability to learn new concepts and apply knowledge to create positive impact.
- Please note: This position may involve travel to interact with IC CAE schools to assist in the assessment of the progress in their CAE programs approximately 3-5 times per year.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.



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- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).*

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: applications should be sent to either DNI-HR-HRM-TEAMB-Mailbox@cia.ic.gov (classified email system). Applicants experiencing technical issues should contact the HR POC for guidance. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.



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What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment Team B; Phone: 301-243-1318

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**